



ENROLMENT POLICY

ENGADINE WEST PUBLIC SCHOOL ENROLMENT POLICY

This policy is drawn from departmental Guidelines Enrolment of Schools in Government Schools August 1997.

General Principles Governing Enrolment

- A student is considered to be enrolled when the Principal signs and accepts the student for enrolment and the student presents at the school.
- A student can only be enrolled in one school at any given time.
- Children are entitled to be enrolled at the public school that is the zoned designated area for their residence.
- Parents may seek enrolment at the school of their choice.
- School local areas are determined by the Department of Education and Training through a process involving the School Education Director and the Properties Directorate.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at the local school if they choose to attend it.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for the acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- The policy and criteria should be expressed in plain English and community languages, where necessary. It should be made clear what consideration will be given to each criteria.

Kindergarten Enrolment

The Principal will advise the school community of the enrolment arrangements. Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before 31 July in that year. Documentation providing proof of age, such as a birth certificate or passport, and proof of address is required prior to enrolment. The enrolment of eligible children in Kindergarten is to commence within the first week of the school year.

The Public Health Act (Amendment) Act 1992 requires parents to provide documented evidence of a child's immunisation status on enrolment. Parents have the right of not having their children immunised. However, under the Public Health Act (Amendment) Act 1992, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak.

Early Enrolments of Student who are Gifted and Talented

The Principal may decide that early entry to school of a student who is intellectually gifted and talented is appropriate to meet the student's educational, social and emotional needs. When a student is considered for early to Kindergarten, the school should carry out a comprehensive evaluation of intellectual functioning, academic skills and social-emotional adjustment. This should be undertaken by the school counsellor or a registered psychologist. Those considering early enrolment may note that a review of research reveals a consensus that, for successful outcomes, a child should be within 6 months of the approved entry age. (Guidelines for Accelerated Progression, Board of Studies, NSW 1991.)

Non-Local Enrolment Prior to formation of classes (at the start of the year)

- The school will maintain a buffer zone of 8 to 10 places below the number that would create the need for additional accommodation.
- The school will consider non-local enrolments and will maintain the least number of combined classes.
- Priority for acceptance of non-local enrolments will be:
 - Kindergarten enrolments with priority given to siblings of children already attending Engadine West Public School
 - Child care arrangements where a carer has children attending Engadine West Public School or live in our local area.
 - General applications received throughout the year that meet the criteria as per the Non-local Primary School Placement Information for Parents form.
- Offers of non-local enrolment will be made by letter requiring the parent to notify the school of acceptance or decline within 7 days.
- Unsuccessful non-local applicants will be placed on a waiting list and advised in writing if a place becomes available.
- Where a parent wishes to appeal the decision of the Non-local Committee, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. If the matter is not resolved the School Education Director will consider the appeal and make a determination. The School Education Director will consult with the relevant Principals as necessary.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1-6.

Short Term Attendance

Where a student enrolled at another school needs to attend Engadine West Public School for a short period of time the student will be regarded as short term attendance. The minimum period for this is 10 school days. These students will not be entered on the register of Engadine West Public School. The home school should maintain the student's name on the attendance register with information of attendance provided by Engadine West Public School at the end of the stay, or the end of each term.

NON-LOCAL PRIMARY SCHOOL PLACEMENT

INFORMATION FOR PARENTS

Please read carefully before completing the form

Parents may apply for the non-local enrolment of their child in up to two (2) schools of their choice in addition to their designated local school. A separate application form is required for each school.

Priority for enrolment will be given to students entering Kindergarten. Places may also be available in Years 1-6.

Reasons for choosing non-local placements may include (reasons not listed in priority order):

- Change of residence
- Move from a non-government school
- Siblings already enrolled at the school
- Medical reasons
- Safety and supervision of the student before and after school
- Student welfare needs
- Particular educational programs or philosophies
- Structure and organisation of the school
- Size of the school
- Particular disciplinary procedures
- Attitude to school uniforms
- Travel arrangements and/or distance

The number of students a school may enrol is limited by the availability of classroom space. This means that some schools may not have room left for non-local enrolments after accommodating local children. To avoid disappointment, parents should check that there are places available in a school before applying.

Once a student enrolls in a non-local school, transfer to another non-local school will only be possible in exceptional circumstances. Transfer to the student's local school will be allowed if space is available.

Parents can appeal against decisions regarding non-local placement by writing to the Assistant Director-General (Region).

**FORWARD THIS FORM TO THE PRINCIPAL OF THE NON-LOCAL SCHOOL
AT WHICH YOU ARE SEEKING PLACEMENT.**



Application for Non-Local Primary School Enrolment

Please read the information attached to this form.

A. STUDENT INFORMATION

Family Name: _____ Date of Birth: _____

Given Name: _____ Male/Female (Please circle)

Address: _____ Home Phone: _____

Parent/Guardian's name: _____

Work Phone: _____ Mobile: _____

Present School: _____ Present Year: _____

B. NON-LOCAL SCHOOL PLACEMENT REQUEST

School Applied for: _____ Year: _____

Proposed date of enrolment: _____

Reason for application: _____

(Attach any further information that you feel may be relevant)

I have also applied for enrolment at the following non-local school _____

at my local school _____

Parent/Guardian Signature: _____ Date: _____